



# BRIDGE HOUSE

PRE-PRIMARY · PREPARATORY · COLLEGE

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## Guidelines Regarding Information & Communication Technology (ICT) Equipment in the Boarding Houses

### Guiding Principles

1. ICT plays such an important part in modern life that lack of exposure to these technologies is considered a distinct disadvantage in the 21st Century.
2. ICT can enhance every aspect of education if fully integrated into the curriculum.
3. Bridge House has made large investments in ICT over the last 12 years to ensure that all students have access to technology whenever and wherever learning is taking place.
4. The new boarding house has been equipped to provide high speed access to the school's network system and controlled access to the Internet.
5. All students are encouraged to use ICT for educational as well as recreational purposes.
6. The recreational uses of ICT should not interfere with the students' other activities, preventing them from enjoying the sporting and other social activities offered by a school such as Bridge House.
7. Each individual's use of the system should not detract from other users' ability to use the system in a constructive manner. This is particularly true in three particular areas:
  - a) Communal use of computers in the shared area
  - b) Internet bandwidth use
  - c) Distribution of malicious software (Malware, viruses, spyware etc)
8. The School's Acceptable Use Policy (See Intranet for details) applies in the boarding house just as much as in any other part of the school.
9. Over the years, Bridge House students have developed a very functional self-regulatory system regarding Internet Access. All students understand which areas of the Internet are appropriate for them to visit and manage to keep themselves clear of the other areas. This means that very few technical controls are required to ensure safety on the Internet. This is backed up by the fact that all access is logged and that any uncertainties regarding the appropriateness of sites can be discussed with parents.

### Responsibilities

Only school-provided network equipment may be used. Students may not use or have in their possession any other hubs, switches, wireless access points or routers apart from those provided by the school.

All personal computers must use network assigned (DCHP) IP, DNS and gateway addresses.



The Internet may only be accessed through the school's firewall. Any attempt to access the Internet without going through the firewall will be considered an offence. This includes making use of sites whose purpose is to avoid the restrictions of the firewall or to hide sites that have been visited.

A personal computer may only be connected to the school network once it has been configured and approved by the IT department. Computers that are not connected to the network may not be used within the boarding house.

All MS Windows machines connected to the network must have the current version of Microsoft Security Essentials or Windows Defender. Machines using other operating systems must be suitably protected so as not to permit the transmission of malware.

All operating systems and Office productivity software installed on students' machines must be fully licensed. Students are reminded that the school provides access to the Microsoft School Licence Agreement.

Sharing of copyrighted material such as games, music and videos is discouraged. No student may set up servers or other devices for this purpose.

Each student is responsible for ensuring their own security. You are responsible for whatever happens on any machine that is logged in to the system using your login details. Make sure you change your password regularly, never give your password to another person or allow them to use a machine logged in on your account.

Your log-in times are restricted. Each grade has a "light out" time. You may not operate your computer after this time. If you have assignments that require you to work after this time, you may ask the Network Manager for an extension of these times. This will only be given in consultation with the Head of Boarding.

The sound from computers should be consistent with other regulations regarding music and noise in the boarding house and should not disturb other members in the house. Headphones are recommended.

Computer games may not be played during prep time under any circumstance. Recreational browsing of the Internet should be restricted to breaks or other times when students are not expected to be working. Social networking sites (e.g. Facebook) can be very distracting and time consuming. While visiting these sites is not prohibited, the times that these sites are available are restricted. Students are expected to use mature judgement when allocating time to this activity and should ensure that their academic progress is not impacted on in any way.

Students may not attempt to circumvent any security measures put in place by the network administrators. These measures are implemented to ensure the best allocation of shared resources and to ensure the safety of all users. Following the spirit of the Acceptable Use Policy will mean that draconian, technical restrictions are not required to enforce the even distribution of resources.

If the Head of Boarding considers that any computer is not being used for education purposes he/she may remove the computer for a period of time or require that it be permanently removed from the boarding house.

No computer may be used to bully or humiliate another person. Consider carefully what you say in any form of communication whether it is in email or on social networking sites.

In the Boys' section, each person wishing to connect to the network will be issued with one network "fly lead". This must be returned in good condition to the IT department at the end of the year or when the student leaves boarding. The cost of the cable (R30.00) will be recovered from the student's school account if it is not returned. Wi-Fi is also available.

The shared computers are intended for academic purposes primarily. If a user is wanting access to a machine for academic reasons, he /she will be given preference over someone playing games or browsing the Internet.

The shared computer area should be kept clean at all times. Food and drink may not be taken into this area.

We hope you will find the use of ICT within the boarding house a rewarding and educationally valuable experience. Part of this experience will involve the responsible recreation use of computers. I trust you will be able to achieve a balance between the many ways in which you can use the facilities provided by the school.

